Team Handbook

Dates: _____

Campaign Site/Headquarters: _____
Friends Participating at our Teaching Site and their Availability

I. Distribution of Responsibilities:

Coordinator-in-Chief (for the whole project) _____
Site/HQ Coordinator: _____
Deputy Coordinator: _____
Recorder/Analyst: _____
Photographer: _____
Kitchen Coordinator: _____
Cleanliness and Upkeep Coordinator:_____
Children's Class Coordinator: _____
Junior Youth Groups Coordinator: _____
Study Circles Coordinator: _____
Evening Programme Coordinator: _____
Books and Materials Distributor: _____
Other: _____

Our Team Name: _____

Our Team Members:

_____

_____

_____

_____

Campaign Site/Headquarters: _____

Friends Participating at our Teaching Site and their Availability

I. Distribution of Responsibilities:

Coordinator-in-Chief (for the whole project) _____

Site/HQ Coordinator: _____

Deputy Coordinator: _____

Recorder/Analyst: _____

Photographer: _____

Kitchen Coordinator: _____

Cleanliness and Upkeep Coordinator:_____

Children's Class Coordinator: _____

Junior Youth Groups Coordinator: _____

Study Circles Coordinator: _____

Evening Programme Coordinator: _____

Books and Materials Distributor: _____

Other: _____

Our Team Name: _____

Our Team Members:

_____

_____

_____

_____

GUIDELINES FOR TEAM MEMBERS

II. Objectives:

Everyone to strive to memorize "Anna's presentation" from Book 6 in full, thereby to raise his or her skills and abilities of direct and effective teaching to a new level.

The team will directly teach a total of _____ people using "Anna's presentation" and the teaching album based on this presentation and to invite them to enroll in the Faith.

It is expected that _____ of these people will enroll in the Faith.

The newly enrolled believers will be asked to register themselves using a special form "New Believer Registration" and will be invited to join institute programme and other core activities.

The new believers and seekers who expressed desire to participate in Ruhi Institute Courses, will be registered using the form "Registration for Institute Courses" and the study circles should commence as immediately as possible. Intensive courses and study circles can be organized during the campaign so that by the end of campaign at least a number of people would have completed Book 1 and joined the team members in their teaching efforts by practicing their newly acquired knowledge and skills.

Those junior youth, both Baha'is and seekers, who expressed their desire to participate in the junior youth group activities, will be registered using the form "Registration for Junior Youth Programme" and the junior youth group activities should commence as immediately as possible. Intensive junior youth group activities can be organized during the campaign to proceed through several lessons of the first book for junior youth and a special gathering can be arranged for parents of these youth, at which the junior youth can share what they learnt and perform. The parents can be invited to join the Faith and core activities.

Those children, both Baha'is and seekers, who expressed their desire to participate in the children's classes, will be registered using the form "Registration for Baha'i Children's Classes". The classes can begin as immediately as possible and they can be held intensively during the campaign so that the children proceed through several lessons. A special gathering can be arranged for parents at which the children share what they learnt and perform and the parents are invited to join the Faith and core activities.

Make a series of visits to the newly enrolled believers, who have not yet entered the institute process, with the purpose of sharing with them deepening themes so that by the end of the campaign, at least a few themes have been shared with them.

Make a list of new believers, seekers who registered and began to participate in the core activities and make a plan of consolidating them and accompany them in their path of search and service.

The vision is that in this particular neighbourhood by the end of the cycle the following new pyramid will be raised among the new believers and seekers:

GUIDELINES FOR TEAM MEMBERS

II. Objectives:

Everyone to strive to memorize "An[illegible]ntation" from Book 6 in full, thereby to raise his or her skil[illegible] of direct and effective teaching to a new level.

The team will directly teach a [illegible]eople using "Anna's presentation" and the te[illegible]'s presentation and to invite them to enroll in the Faith.

It is expected that _____ of these people will enroll in the Faith.

The newly enrolled believers will be asked to register themselves using a special form "New Believer Registration" and will be invited to join institute programme and other core activities.

The new believers and seekers who expressed desire to participate in Ruhi Institute Courses, will be registered using the form "Registration for Institute Courses" and the study circles should commence as immediately as possible. Intensive courses and study circles can be organized during the campaign so that by the end of campaign at least a number of people would have completed Book 1 and joined the team members in their teaching efforts by practicing their newly acquired knowledge and skills.

Those junior youth, both Baha'is and seekers, who expressed their desire to participate in the junior youth group activities, will be registered using the form "Registration for Junior Youth Programme" and the junior youth group activities should commence as immediately as possible. Intensive junior youth group activities can be organized during the campaign to proceed through several lessons of the first book for junior youth and a special gathering can be arranged for parents of these youth, at which the junior youth can share what they learnt and perform. The parents can be invited to join the Faith and core activities.

Those children, both Baha'is and seekers, who expressed their desire to participate in the children's classes, will be registered using the form "Registration for Baha'i Children's Classes". The classes can begin as immediately as possible and they can be held intensively during the campaign so that the children proceed through several lessons. A special gathering can be arranged for parents at which the children share what they learnt and perform and the parents are invited to join the Faith and core activities.

Make a series of visits to the newly enrolled believers, who have not yet entered the institute process, with the purpose of sharing with them deepening themes so that by the end of the campaign, at least a few themes have been shared with them.

Make a list of new believers, seekers who registered and began to participate in the core activities and make a plan of consolidating them and accompany them in their path of search and service.

The vision is that in this particular neighbourhood by the end of the cycle the following new pyramid will be raised among the new believers and seekers:

GUIDELINES FOR TEAM MEMBERS

II. Objectives:

Everyone to strive to memorize "Anna's presentation" from Book 6 in full, thereby to raise his or her skills and abilities of direct and effective teaching to a new level.

The team will directly teach a total of _____ people using "Anna's presentation" and the teaching album based on this presentation and to invite them to enroll in the Faith.

It is expected that _____ of these people will enroll in the Faith.

The newly enrolled believers will be asked to register themselves using a special form "New Believer Registration" and will be invited to join institute programme and other core activities.

The new believers and seekers who expressed desire to participate in Ruhi Institute Courses, will be registered using the form "Registration for Institute Courses" and the study circles should commence as immediately as possible. Intensive courses and study circles can be organized during the campaign so that by the end of campaign at least a number of people would have completed Book 1 and joined the team members in their teaching efforts by practicing their newly acquired knowledge and skills.

Those junior youth, both Baha'is and seekers, who expressed their desire to participate in the junior youth group activities, will be registered using the form "Registration for Junior Youth Programme" and the junior youth group activities should commence as immediately as possible. Intensive junior youth group activities can be organized during the campaign to proceed through several lessons of the first book for junior youth and a special gathering can be arranged for parents of these youth, at which the junior youth can share what they learnt and perform. The parents can be invited to join the Faith and core activities.

Those children, both Baha'is and seekers, who expressed their desire to participate in the children's classes, will be registered using the form "Registration for Baha'i Children's Classes". The classes can begin as immediately as possible and they can be held intensively during the campaign so that the children proceed through several lessons. A special gathering can be arranged for parents at which the children share what they learnt and perform and the parents are invited to join the Faith and core activities.

Make a series of visits to the newly enrolled believers, who have not yet entered the institute process, with the purpose of sharing with them deepening themes so that by the end of the campaign, at least a few themes have been shared with them.

Make a list of new believers, seekers who registered and began to participate in the core activities and make a plan of consolidating them and accompany them in their path of search and service.

The vision is that in this particular neighbourhood by the end of the cycle the following new pyramid will be raised among the new believers and seekers:

VIII. Teaching strategies and methods:

We will seek out receptive souls to whom to teach, by visiting all the homes located in the section or streets in the neighbourhood, assigned to our team.

During this campaign, our priority is to teach directly using the teaching album "Tabernacle of Unity" based on Anna's presentation.

When presenting the Faith, we will invite the person to enrol in the Faith clearly. Then will ask the person to register himself or herself by filling out the registration form. We shall also present him or her the teaching album "Tabernacle of Unity" as well as other books and materials and will consult together how the teachings of the Faith can be shared with his or her friends, relatives and neighbours.

We can also give the teaching album to those people, who although not yet declare, but are willing to learn more about the Faith and share with other people about the Faith.

After this, we will introduce the institute programme, children's classes and junior youth programme and present the pamphlets and will invite the person and his family to participate in these programmes and register.

In some situations, it would be wiser to begin the conversation on topics such as prayer, children's education, empowerment of junior youth, unity of mankind, etc. However, at all times we shall learn to use every opportunity for direct teaching.

In some situations, it would be necessary to visit the family several times before the ties of close friendship are formed and attraction to the Faith is seen and the spark of faith born.

The study circles, children's classes, and junior youth groups should be started as immediately as possible after the person enrolls or expresses desire to participate in the community activities, so that by the end of the teaching campaign, as the experience shows that the newly declared believers and seekers should be consolidated without delay of even one day, so that their spark of faith can be ignited and sustained.

6 deepening themes from Unit 2 of Book 2 should be systematically shared through several frequent visits, if possible daily, with those who enrolled in the Faith, but are unable to immediately start studying Book 1 of Ruhi Institute.

For people, to whom we made Anna's presentation, who have not yet enrolled in the Faith and have not yet began study of institute courses, but we feel are positive and are willing to participate in the community activities, series of daily or frequent visits should be made to share with them systematically the themes for deepening from Book 2 and will invite them to enrol in the Faith.

Visits can be made various organizations and institutions located in the neighbourhood and proclaim to them the Faith and teach receptive souls.

On some events, special presentations, firesides, devotional meetings can be

VIII. Teaching strategies and methods:

We will seek out receptive souls to whom to teach, by visiting all the homes located in the section or streets in the neighbourhood, assigned to our team.

During this campaign, our priority is to teach directly using the teaching album "Tabernacle of Unity" based on Anna's presentation.

When presenting the Faith, we will invite the person to enrol in the Faith clearly. Then will ask the person to register himself or herself by filling out the registration form. We shall also present him or her the teaching album "Tabernacle of Unity" as well as other books and materials and will consult together how the teachings of the Faith can be shared with his or her friends, relatives and neighbours.

We can also give the teaching album to those people, who although not yet declare, but are willing to learn more about the Faith and share with other people about the Faith.

After this, we will introduce the institute programme, children's classes and junior youth programme and present the pamphlets and will invite the person and his family to participate in these programmes and register.

In some situations, it would be wiser to begin the conversation on topics such as prayer, children's education, empowerment of junior youth, unity of mankind, etc. However, at all times we shall learn to use every opportunity for direct teaching.

In some situations, it would be necessary to visit the family several times before the ties of close friendship are formed and attraction to the Faith is seen and the spark of faith born.

The study circles, children's classes, and junior youth groups should be started as immediately as possible after the person enrolls or expresses desire to participate in the community activities, so that by the end of the teaching campaign, as the experience shows that the newly declared believers and seekers should be consolidated without delay of even one day, so that their spark of faith can be ignited and sustained.

6 deepening themes from Unit 2 of Book 2 should be systematically shared through several frequent visits, if possible daily, with those who enrolled in the Faith, but are unable to immediately start studying Book 1 of Ruhi Institute.

For people, to whom we made Anna's presentation, who have not yet enrolled in the Faith and have not yet began study of institute courses, but we feel are positive and are willing to participate in the community activities, series of daily or frequent visits should be made to share with them systematically the themes for deepening from Book 2 and will invite them to enrol in the Faith.

Visits can be made various organizations and institutions located in the neighbourhood and proclaim to them the Faith and teach receptive souls.

On some events, special presentations, firesides, devotional meetings can be

VIII. Teaching strategies and methods:

We will seek out receptive souls to whom to teach, by visiting all the homes located in the section or streets in the neighbourhood, assigned to our team.

During this campaign, our priority is to teach directly using the teaching album "Tabernacle of Unity" based on Anna's presentation.

When presenting the Faith, we will invite the person to enrol in the Faith clearly. Then will ask the person to register himself or herself by filling out the registration form. We shall also present him or her the teaching album "Tabernacle of Unity" as well as other books and materials and will consult together how the teachings of the Faith can be shared with his or her friends, relatives and neighbours.

We can also give the teaching album to those people, who although not yet declare, but are willing to learn more about the Faith and share with other people about the Faith.

After this, we will introduce the institute programme, children's classes and junior youth programme and present the pamphlets and will invite the person and his family to participate in these programmes and register.

In some situations, it would be wiser to begin the conversation on topics such as prayer, children's education, empowerment of junior youth, unity of mankind, etc. However, at all times we shall learn to use every opportunity for direct teaching.

In some situations, it would be necessary to visit the family several times before the ties of close friendship are formed and attraction to the Faith is seen and the spark of faith born.

The study circles, children's classes, and junior youth groups should be started as immediately as possible after the person enrolls or expresses desire to participate in the community activities, so that by the end of the teaching campaign, as the experience shows that the newly declared believers and seekers should be consolidated without delay of even one day, so that their spark of faith can be ignited and sustained.

6 deepening themes from Unit 2 of Book 2 should be systematically shared through several frequent visits, if possible daily, with those who enrolled in the Faith, but are unable to immediately start studying Book 1 of Ruhi Institute.

For people, to whom we made Anna's presentation, who have not yet enrolled in the Faith and have not yet began study of institute courses, but we feel are positive and are willing to participate in the community activities, series of daily or frequent visits should be made to share with them systematically the themes for deepening from Book 2 and will invite them to enrol in the Faith.

Visits can be made various organizations and institutions located in the neighbourhood and proclaim to them the Faith and teach receptive souls.

VIII. Teaching strategies and methods:

We will seek out receptive souls to whom to teach, by visiting all the homes located in the section or streets in the neighbourhood, assigned to our team.

During this campaign, our priority is to teach directly using the teaching album "Tabernacle of Unity" based on Anna's presentation.

When presenting the Faith, we will invite the person to enrol in the Faith clearly. Then will ask the person to register himself or herself by filling out the registration form. We shall also present him or her the teaching album "Tabernacle of Unity" as well as other books and materials and will consult together how the teachings of the Faith can be shared with his or her friends, relatives and neighbours.

We can also give the teaching album to those people, who although not yet declare, but are willing to learn more about the Faith and share with other people about the Faith.

After this, we will introduce the institute programme, children's classes and junior youth programme and present the pamphlets and will invite the person and his family to participate in these programmes and register.

In some situations, it would be wiser to begin the conversation on topics such as prayer, childrens education, empowerment of junior youth, unity of mankind, etc. However, at all times we shall learn to use every opportunity for direct teaching.

In some situations, it would be necessary to visit the family several times before the ties of close friendship are formed and attraction to the Faith is seen and the spark of faith born.

The study circles, children's classes, and junior youth groups should be started as immediately as possible after the person enrolls or expresses desire to participate in the community activities, so that by the end of the teaching campaign, as the experience shows that the newly declared believers and seekers should be consolidated without delay of even one day, so that their spark of faith can be ignited and sustained.

6 deepening themes from Unit 2 of Book 2 should be systematically shared through several frequent visits, if possible daily, with those who enrolled in the Faith, but are unable to immediately start studying Book 1 of Ruhi Institute.

For people, to whom we made Anna's presentation, who have not yet enrolled in the Faith and have not yet began study of institute courses, but we feel are positive and are willing to participate in the community activities, series of daily or frequent visits should be made to share with them systematically the themes for deepening from Book 2 and will invite them to enrol in the Faith.

Visits can be made various organizations and institutions located in the neighbourhood and proclaim to them the Faith and teach receptive souls.

XIV. Daily Deepening Programme

Day	*Programme*	*Who is conductin g?*
1	Reading several prayers for teaching Review the spiritual qualities, attitudes to develop during the project and the rules and principles to be adhered to at the headquarters Review the daily schedule and allocate responsibilities for the evening programmes Each team prepares the materials to take with them for teaching Memorize one prayer for teaching together Practice Anna's Presentation in pairs	

2 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Practice and role play Anna's Presentation in pairs. The person who didn't get the chance to practice it in full the day before, will do it today.

3 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Study the first theme (Need for Educator) from 10 indirect themes from Unit 3 of Book 2 and practice sharing it with each other
Study the presentation on Ruhi Institute programme and practice sharing it with each other

4 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Study the 2nd theme from 10 indirect themes from Unit 3 of Book 2 and practice sharing it with each other
Study the presentation on children's classes and practice sharing it with each other

5 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Study the 3rd theme from 10 indirect themes from Unit 3 of Book 2 and practice sharing it with each other
Study the presentation on the junior youth programme and practice sharing it with each other

6 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Study the 4th theme from 10 indirect themes from Unit 3 of Book 2 and practice sharing it with each other
Study the concept of prayer from Book 1 and practice sharing this concept with each other

7 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Study the 5th theme from 10 indirect themes from Unit 3 of Book 2 and practice sharing it with each other
Study 1st theme (Eternal Covenant) from Deepening Package and practice sharing it with each other

8 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Study Themes 6-7 from 10 indirect themes from Unit 3 of Book 2 and practice sharing it with each other
Study 2nd theme (Baha'u'llah) from Deepening Package and practice sharing it with each other

9 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Study Themes 8-9 from 10 indirect themes from Unit 3 of Book 2 and practice sharing it with each other
Study 3rd theme (Love and Unity) from Deepening Package and practice sharing it with each other

10 Read several prayers for teaching
Memorize one quotation from Book 6
Review and consult on team allocation and the plan for the day
Study Themes 10 from 10 indirect themes from Unit 3 of Book 2 and practice sharing it with each other
Study 4th theme (Nineteen Day Feast) from Deepening Package and practice sharing it with each other

Daily Journal: Day 1 _____ (date)

First, feel out the table for quantitative achievements at the end of this handbook. Then write down answers to the following questions.

What did we do today?

_____

_____

_____

_____

_____

3 important achievements:

_____

_____

_____

_____

_____

3 key challenges and how we overcame them:

_____

_____

_____

_____

_____

3 things we learnt:

_____

_____

_____

_____

_____

_____

_____

_____

Notes taken by: _____

Daily Journal: Day 2 _____ (date)

First, feel out the table for quantitative achievements at the end of this handbook. Then write down answers to the following questions.

What did we do today?

_____

_____

_____

_____

_____

3 important achievements:

_____

_____

_____

_____

_____

3 key challenges and how we overcame them:

_____

_____

_____

_____

_____

3 things we learnt:

_____

_____

_____

_____

_____

_____

_____

_____

Notes taken by: _____

Daily Journal: Day 3 _____ (date)

First, feel out the table for quantitative achievements at the end of this handbook. Then write down answers to the following questions.

What did we do today?

_____

_____

_____

_____

_____

3 important achievements:

_____

_____

_____

_____

_____

3 key challenges and how we overcame them:

_____

_____

_____

_____

_____

3 things we learnt:

_____

_____

_____

_____

_____

_____

_____

_____

Notes taken by: _____

Daily Journal: Day 4 _____ (date)

First, feel out the table for quantitative achievements at the end of this handbook. Then write down answers to the following questions.

What did we do today?

_____

_____

_____

_____

_____

3 important achievements:

_____

_____

_____

_____

_____

3 key challenges and how we overcame them:

_____

_____

_____

_____

_____

3 things we learnt:

_____

_____

_____

_____

_____

_____

_____

_____

Notes taken by: _____

Daily Journal: Day 6 _____ (date)

First, feel out the table for quantitative achievements at the end of this handbook. Then write down answers to the following questions.

What did we do today?

_____

_____

_____

_____

_____

3 important achievements:

_____

_____

_____

_____

_____

3 key challenges and how we overcame them:

_____

_____

_____

_____

_____

3 things we learnt:

_____

_____

_____

_____

_____

_____

_____

_____

Notes taken by: _____

Daily Journal: Day 8 _____ (date)

First, feel out the table for quantitative achievements at the end of this handbook. Then write down answers to the following questions.

What did we do today?

_____

_____

_____

_____

_____

3 important achievements:

_____

_____

_____

_____

_____

3 key challenges and how we overcame them:

_____

_____

_____

_____

_____

3 things we learnt:

_____

_____

_____

_____

_____

_____

_____

_____

Notes taken by: _____

Daily Journal: Day 9 _____ (date)

First, feel out the table for quantitative achievements at the end of this handbook. Then write down answers to the following questions.

What did we do today?

_____

_____

_____

_____

_____

3 important achievements:

_____

_____

_____

_____

_____

3 key challenges and how we overcame them:

"These shall labor ceaselessly by day and by night, shall heed neither trial nor woe, shall suffer no respite in their efforts, shall seek no repose, shall disregard all ease and comfort and, detached and unsullied, shall consecrate every fleeting moment of their life to the diffusion of the divine fragrance and the exaltation of God's holy Word."

(Abdu'l-Baha, Baha'i World Faith - Abdu'l-Baha Section, p. 354)